

# Project Management Essentials: Part 1 — The Fundamentals

WCP

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## What our clients say about this course...

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“Without a doubt the best course I have attended...very informative, exceptionally well- organized, presenter was a blast!”

— *Lori Clarke, Department of Health*

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“This course provided me with a solid foundation in Project Management. It delivered on all of the stated goals.”

— *Cory Brunatti, Network Specialist, City of Greater Sudbury*

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“Skills instantly applicable; can take away and use immediately in the work environment... made the course enjoyable... extremely informative and applicable.”

— *Karen Haffey, AT&T Canada*

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“Excellent overall, contributed to building a stronger team with a common understanding.”

— *Rudi Kroeker, President and CEO, Whiting Equipment Canada Inc.*

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“Great course. I would recommend that not only new employees take this, but management and executives so that they can provide effective top down PM.”

— *Benjamin Barker, Canadian Standards Association*

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*Project Management Essentials: Part 1 — The Fundamentals (PME 1)* is our flagship course. Originally developed in 1995, this course is very likely the longest continuously offered, fundamental-level 3-day project management course in Canada. Although it has undergone changes over the years, this course has consistently remained one of the most popular project management courses available — recognized as such not only by our clients — but also by the organizations that have offered this course to their clients over the years in partnership with WCP.

While other courses of similar scope are available, what sets Project Management Essentials apart from the rest is the integration of a realistic project simulation. The simulation runs throughout the course and challenges participants with the same kinds of twists and turns that real projects inevitably throw at them.

Included as part of the course materials is a course reference book — approximately 50 pages of notes that parallel the key messages contained in the course. Also included are sample project management templates, provided in both hard-copy and electronic format. These materials assist participants in the transition from applying project management concepts in the classroom to applying them in the “real world”.

By the time participants complete the course, they appreciate the value and flexibility of a project management methodology. Even more, they exit the course with the confidence to begin applying project management tools to their own projects.

It is seeing this kind of response from participants that has prompted companies to recognize the value of this course and choose it as the must-have project management course for their project managers, project team members, and account managers.

Please see the following pages for the full course description.

# Project Management Essentials

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This 3-day course provides project managers and project team members with essential tools needed to deliver successful projects. The course covers the complete project lifecycle — from project initiation and definition, through project implementation, and finally to the often neglected project completion phase. With hundreds of in-house client deliveries and hundreds of public sessions (delivered in association with Universities and Colleges across Canada), the Project Management Essentials course is firmly established as one of the most popular fundamental project management courses available.

## Who should attend

- Project Managers — both new to project management and experience project managers who have not had formal project management training
- Project team members
- Account managers
- Anyone wishing to be more competitive in today's job market

When delivered in-house, Project Management Essentials is very effective in “jump-starting” a team embarking on a medium to large-scale project.

## Materials

- Course workbook containing; presentation slides, reference book, case study, exercises, and sample solutions
- Sample project management templates (e.g., project charters, communication plans, etc.) provided in both hard-copy within the course workbook and in MS Word format
- Reference files containing course specific and general project management materials
- Framed certificate of completion (except for courses offered in association with U of T)

## Learning outcomes

Through project simulation, group exercises, and discussion, participants completing this workshop will be able to...

- Identify key contributors to project failure and apply specific project management techniques to reduce those causes
- Identify options for structuring a project team, and select the most appropriate option for a given situation
- Plan specific actions to overcome key challenges of working within a Matrix Organization
- Use specific project management tools, designed to obtain high level buy-in among key project stakeholders before investing large amounts of time in detailed planning
- Identify key areas of project risk, assess their impact and identify options for responding
- Develop a work breakdown structure to break a project down into discrete, manageable activities complete with measurable deliverables
- Model the flow and timing of a project during the planning stages, and test different “what-if” scenarios to both optimize and ensure that a project is “doable” before starting
- Identify “critical path activities” in order to reduce unnecessary project delays and undertake high priority tasks first
- Recognize appropriate uses of contingency to:
  - Minimize the negative effects of unknowns on the schedule
  - Allow resources time within the schedule to complete non-project activities without impacting project deliverables

- Given several ways of using contingency, assess the pros and cons of each
- Assess project resource requirements, recognize resource assumptions, and evaluate resource conflicts and potential solutions
- Apply specific techniques for developing and negotiating realistic project budgets
- Apply techniques to reduce scope creep during project planning, monitoring, and control
- Use specific project management tools and techniques to improve communication with project stakeholders
- Apply specific project management tools and techniques to create and maintain a productive project team environment
- Compare current project status to an original plan to identify potential problems and make proactive decisions based on accurate data
- Recognize elements of a properly closed out project, and avoid the syndrome of the “project that never dies”

## Prerequisites

- There are no prerequisites for this course.

## Course outline

DAY 1	DAY 2	DAY 3
<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>▪ Understanding project management</li> <li>▪ The project life cycle</li> </ul> <p><b>Project Initiation</b></p> <ul style="list-style-type: none"> <li>▪ Establish project priorities</li> <li>▪ Identify project stakeholders and their roles</li> <li>▪ Develop a Project Charter</li> <li>▪ Approval to proceed</li> </ul> <p><b>Project Organization</b></p> <ul style="list-style-type: none"> <li>▪ Options for organizing project teams</li> <li>▪ How to be successful in a Matrix organization</li> <li>▪ Wrap up day-1</li> </ul>	<p><b>Project Definition</b></p> <ul style="list-style-type: none"> <li>▪ Develop a scope management plan</li> <li>▪ Develop a risk management plan</li> <li>▪ Develop a communications and reporting plan</li> <li>▪ Develop a Work Breakdown Structure (WBS)</li> <li>▪ Managing to ensure project quality</li> <li>▪ Estimate project cost</li> <li>▪ Estimate task duration and resources requirements</li> <li>▪ Dealing with responsibility vs. authority</li> </ul> <p>Wrap up day-2</p>	<p><b>Project Definition (continued)</b></p> <ul style="list-style-type: none"> <li>▪ Develop a critical path schedule</li> <li>▪ Allowing for contingency</li> <li>▪ Solve resources problems</li> <li>▪ Set project baseline</li> </ul> <p><b>Project Implementation/Execution</b></p> <ul style="list-style-type: none"> <li>▪ The role of key stakeholders</li> <li>▪ Maintaining a strong steam</li> <li>▪ Project monitoring and control</li> <li>▪ Project status reporting</li> </ul> <p><b>Project completion</b></p> <ul style="list-style-type: none"> <li>▪ Things to do as a project reaches completion</li> <li>▪ Post Project Review</li> <li>▪ Wrap-up</li> </ul>

## Additional information

- Available in both English and French
- This course is part of the [Canadian Construction Association Gold Seal Certificate Program](#). Participants of this course will receive a Gold Seal Certificate as well as 3 SICS credits
- In-house workshops are recommended for groups of 6 or more, are available across Canada, may be customized to accommodate specific client requirements
- Public sessions of this workshop are regularly made available in [Mississauga](#), [Toronto](#), [Sudbury](#), and [Kitchener](#) (in association with the University of Waterloo)
- Participants qualify for 21 PDUs / Contact hours
- Talent Triangle areas: (17 Technical, 2 Leadership, 2 Strategic and Business Management)

For more information or to arrange an in-house delivery of this workshop, call us toll free at 1-800-214-8096 or email us at [info@wcpconsulting.com](mailto:info@wcpconsulting.com)

